

I respectfully require payment of \$400 (equal to minimum charge) for professional tax preparation service before work is begun and the final balance to be paid before your tax return is electronically released to you.

My professional fees are based upon the complexity of the work to be performed, my professional time, and out-of-pocket expenses. In addition, these fees depend upon the timely delivery, availability, quality, and completeness of the information you provide to me. You agree that you will deliver all records requested and respond to all inquiries made to complete this engagement on a timely basis.

For your convenience, I accept checks, Venmo (CliftonTaxPro), and credit / debit cards. Checks can be mailed to 6432 Springhouse Circle, Clifton, VA 20124. **Invoices may be discounted 1.5% when paying by check.**

I am 100% committed to you as my valued client and strive to ensure your complete satisfaction.

I appreciate the opportunity to be of service to you. If you have any questions regarding these terms, please contact me and I will be happy to discuss it further with you.